



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1710.6  
N92MP

22 APR 1993

COMNAVREGSW INSTRUCTION 1710.6

Subj: FUNDRAISING ACTIVITIES AT MORALE, WELFARE AND RECREATION  
FACILITIES POLICY

Ref: (a) BUPERSINST 1710.11C  
(b) DoD 5500.7-R (JER) 30 Aug 93

Encl: (1) Criteria for Approval of Fundraising at Events  
(2) Fundraising Request Form

1. Purpose. This instruction describes conditions under which approval may be granted to Fitness and Recreation (MWR) customers to conduct fundraising activities at MWR facilities.

2. Background. Morale, Welfare and Recreation (MWR) facilities exist for the support of service members per reference (a). Category "C" MWR facilities, such as Golf Courses and Bowling Centers, are often the sites of group-sponsored tournaments or similar events. As revenues generated by such events support self-sustainment for Category "C" facilities, these are allowed, on a not-to-interfere basis. Groups that use MWR facilities for events may conduct fundraising in conjunction with those tournaments or other events if approved by the Installation Commanding Officer (ICO).

3. Guidance. Commander Navy Region Southwest (CNRSW) MWR facilities are hereby designated non-federal workplaces. The ICO must retain the MWR facility designation as a non-federal workplace to approve fundraising at MWR facilities. Note: MWR facilities are considered workplace for the purposes of employment of MWR employees themselves.

4. Scope. Fundraising by outside groups (even those with military members) is generally prohibited on base; see reference (a) section 905, for MWR facilities. On those designated non-federal workplace MWR facilities, the ICO may approve fundraising as an exception to the general prohibition, per ref (b), if the fundraising meets the criteria found in enclosure (1).

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5. Delegation. ICOs are hereby delegated subject approval authority. ICOs may redelegate approval authority for fundraisers at MWR facilities that have been designated as non-federal workplaces, to their Installation Executive Officer or the Installation MWR Site Manager. Further delegation is not authorized.

6. Action. Outside groups that are authorized to use MWR facilities, and are paying full rates for use of MWR facilities, may request permission for appropriate fundraising in conjunction with their planned event, utilizing enclosure (2), which will be submitted with the local facility's tournament registration form. The ICO or delegate may approve limited fundraising at MWR facilities when the ICO or delegate finds that such use is appropriate per the criteria in enclosure (1). Note: In no case, except for fundraisers by and for MWR itself, may gambling (including raffles) or other games of chance be allowed as part of the fundraising plan, per references (a) and (b).

7. Coordination. The ICO or delegate will coordinate approval in advance of the event by submitting a copy of the approved request to the CNRSW Program Manager for Morale, Welfare and Recreation or designee, who will review and keep records of all approved fundraising at CNRSW MWR facilities.

  
J. L. BETANCOURT

Distribution:  
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CRITERIA FOR APPROVAL OF FUNDRAISING AT EVENTS

The Head of a DoD Component Command or delegate must approve in advance events sponsored by non-DOD organizations. The current Tournament Contract form, used by CNRSW golf courses, is an example of such advance approval. If fundraising is requested as part of an event, the organization will fill out the Fundraising Request Form (enclosure (2)) and obtain ICO approval. To approve, per ref (b) Section 3-211 (b), the ICO must find that all the following apply:

(1) The support does not interfere with the performance of official duties and would in no way detract from readiness;

(2) DoD community relations with the immediate community and/or other legitimate DoD public affairs or military training interests are served by the support;

(3) It is appropriate to associate DoD, including the concerned Military Department, with the event;

(4) The event is of interest and benefit to the local civilian community, the DoD Component command or organization providing the support, or any other part of DoD;

(5) The DoD Component command or organization is able and willing to provide the same support to comparable events that meet the criteria of this subsection and are sponsored by other similar non-federal entities; and

(6) The use is not restricted by other statutes (see 10 U.S.Code 2012, which limits support that is not based on customary community relations or public affairs activities or regulations. Note: In the use of F&R facilities context, there should be no conflict with other statutes as long as criteria in para (4), above, are met.

Enclosure (1)

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FUNDRAISING REQUEST FORM

Name of Tournament or Event Sponsoring Organization:

\_\_\_\_\_

Name and address of Organization's Authorized Representative:

\_\_\_\_\_

\_\_\_\_\_

Check the appropriate mission and membership of your organization, and provide your fundraising goals, i.e., what will the funds raised be used for? Note, allowable fundraising must support the charitable purposes specifically listed in your organization's charter, or be for a charitable nonprofit agency.

DoD recreational/social: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Community recreational/social: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following are examples of permitted fundraising events.

Silent Auction

Auction

Sale of organizational products that do not compete with pro shop or MWR food & beverage

Banquet

Event photo taking/sales

Fashion Show

Games of Skill (Closest to the hole, putting contests, etc. where donation is suggested but not assessed)

Enclosure (2)

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Describe your fundraising event\* and the support you are requesting from MWR facilities:

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\*Note: Per regulation, with limited exceptions, MWR is the only entity on Navy installations that is permitted to hold raffles or bingo. Those events must be held by, and for the benefit of, MWR programs. Other than those limited exceptions, no fundraising that entails gambling or any games of chance (such as raffles or bingo) are allowed on Navy installations. Note, the awarding of door prizes to attendees of tournaments and other fundraising events is permitted, where there is no additional payment required to be eligible for the prize.

Any organization requesting fundraising must comply with the following - please initial:

\_\_\_\_I agree that any fundraising will support the purposes specifically listed in my organization's charter, or be for a charitable nonprofit agency, and such fundraising is appropriate to be associated with DoD.

\_\_\_\_I agree that Mulligans, skill competitions and other special rules will not be sold, but may be offered to players for a suggested voluntary donation.

\_\_\_\_I agree that the fundraising will not include gambling, which is defined as having three parts: consideration, games of chance and a prize, and includes raffles and bingo.

Applicant:

Approval:

\_\_\_\_\_  
Authorized Representative      Date

\_\_\_\_\_  
Commanding Officer      Date